

## **Building Permit Application Requirements**

### **Mobile Home**

1. A septic permit or an improvements permit issued by the Environmental Health Specialist of Hyde County Health Department.
2. A sewer permit issued by the Sanitary District in your area.
3. Preliminary Elevation Certificate (Bench Mark) from a licensed North Carolina Surveyor.
4. A COMPLETED Building Permit Application
5. An Affidavit of Workers Compensation Coverage
6. A letter from either the Health Department/Water Department saying you have potable water.

### **Modular Homes**

1. A septic permit or an improvements permit issued by the Environmental Health Specialist of Hyde County Health Department.
2. A sewer permit issued by the Sanitary District in your area.
3. A COMPLETED Building Permit Application
4. Fee Schedule
5. An Affidavit of Workers Compensation Coverage
6. Foundation Plans
7. A letter from either the Health Department/Water Department saying you have potable water

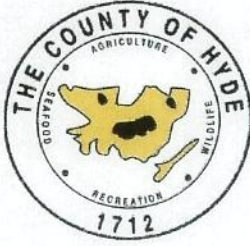
### **Stick Built**

1. A septic permit or an improvements permit issued by the Environmental Health Specialist of Hyde County Health Department.
2. A sewer permit issued by the Sanitary District in your area.
3. 3 sets of plans
4. A COMPLETED Building Permit Application
5. Fee Schedule
6. An Affidavit of Workers Compensation Coverage
7. A letter from either the Health Department/Water Department saying you have potable water

All of the above must have a final elevation certificate before a final inspection is performed.

### **Alteration and Additions**

1. A COMPLETED Building Permit Application
2. Fee Schedule
3. An Affidavit of Workers Compensation Coverage



Hyde County Emergency Services Department  
Code Enforcement Division  
30 Oyster Creek Road  
Post Office Box 95  
Swan Quarter, N. C. 27885  
Office-252-926-4372 Fax-252-926-3701

## INSPECTIONS REQUEST OUTLINE

All permit holders or their agents shall notify the Inspection Department at each of the following stages for approval prior to work continuing:

1. **Footing Inspection:** Required excavation completed, reinforcements in place prior to concrete pour.
2. **Floor System Inspection:** All piers, anchor bolts, girders, and joists in place, prior to floor sheathing.
3. **Nailing Pattern:** Exterior sheathing to wall framing.
4. **Rough-In Inspection:** Electrical, Plumbing, Mechanical and Framing. Preferably all at one time. Framing will not be passed until other trades are completed and passed.
5. **Insulation Inspection:** Prior to sheetrock.
6. **Final Inspection:** Made when building is in "move in" condition but prior to occupancy. This may be performed in two steps – a Temporary Power inspections first (if **all electrical work is completed** meter may be installed), then the Final inspection after **all work** is completed.
7. **Certificate of Occupancy:** No building or part thereof shall be occupied, no addition of any existing building after being altered or moved shall be occupied, and no change of occupancy shall be made in an existing building or part thereof until the proper permits are issued, inspections performed and the Certificate of Occupancy issued.

**Contact the Inspections Department at 252-926-4372 for questions regarding the above listed requirements or to schedule an inspection.**

Note: This is strictly an outline to assist contractor's inspection concerns. Additional inspections may be required due to the type of construction and the complexity of the job.



**312**  
**LANDINGS**

**R312.1 General.** A minimum of 3 foot by 3 foot (914 mm by 914 mm) landing shall be required on each side of an egress door. The floor or landing shall not be more than  $1\frac{1}{2}$  inches (38 mm) lower than the top of the threshold.

**Exceptions:**

1. At the top of a flight of stairs, provided the door does not swing over the stairs.
2. The landing at the exterior doorway shall not be more than  $8\frac{1}{4}$  inches below the top of the threshold, provided the door does not swing over the landing.
3. Exterior storm and screen doors are exempt from the requirements for landings.
4. At the bottom of an interior flight of stairs, there may be a door between the landing and stair.

**R312.2 Size.** Deleted.

**SECTION R313**  
**RAMPS**

**R313.1 Maximum slope.** Ramps shall have a maximum slope of one unit vertical in eight units horizontal (12.5 percent slope).

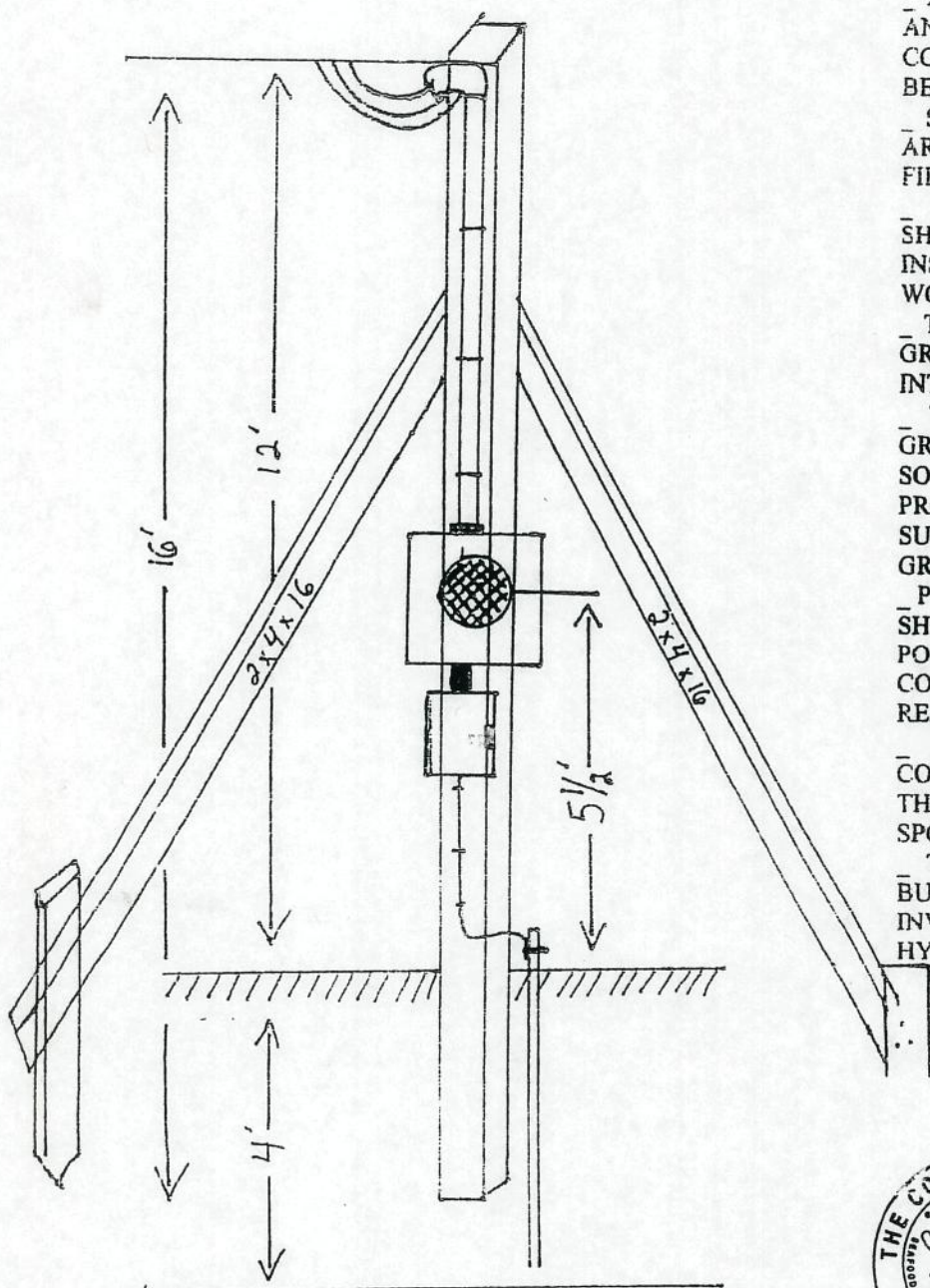
**R313.2 Handrails required.** Handrails shall be provided on at least one side of all ramps exceeding a slope of one unit vertical in 12 units horizontal (8.33 percent slope).

**R313.3 Landing required.** A minimum 3 foot by 3 foot (914 mm by 914 mm) landing shall be provided:

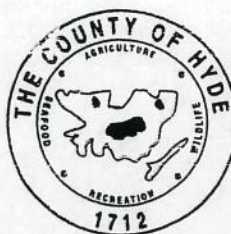
1. At the top and bottom of ramps.
2. Where doors open onto ramps.
3. Where ramps change direction.



SPECIFICATIONS FOR A TYPICAL TEMPORARY SERVICE POLE:



- \_ POLE MUST BE 4 X 4 X 16 TREATED OR ROUND
- \_ 2 X 4 X 16 BRACES SHOULD FORM AN "A" FRAME WITH THE POWER COMPANY'S SERVICE DROP PULLED BETWEEN THEM
- \_ SOIL SHOULD BE FIRMLY TAMPED AROUND POLE AND STAKES DRIVEN FIRMLY INTO THE GROUND
- \_ ALL ELECTRICAL EQUIPMENT SHALL BE WEATHERPROOF AND INSTALLED IN A NEAT AND WORKMANLIKE MANNER
- \_ THE 115v RECEPTACLE MUST BE A GROUND FAULT CIRCUIT INTERRUPTER (GFCI)
- \_ THE 8' ELECTRICALLY APROVED GROUND ROD MUST BE DRIVEN IN SO THAT A MAXIMUM OF 4" PROTRUDES FROM THE GRADE. BE SURE TO USE A U.L. APPROVED GROUND CLAMP
- \_ POWER WIRES FROM SERVICE HEAD SHOULD BE A MINIMUM OF 18" FOR POWER COMPANY TO MAKE PROPER CONNECTION AND ALLOW FOR A REASONABLE DRIP LOOP
- \_ POWER COMPANY SHOULD BE CONTACTED IN ADVANCE SO THAT THE POLE CAN BE PROPERLY SPOTTED
- \_ THIS TYPE SERVICE REQUIRES A BUILDING PERMIT AND IF SEWER IS INVOLVED, AN APPROVAL FROM THE HYDE COUNTY HEALTH DEPT.



**Hyde County**  
**Inspections Department**

**Jerry Hardison**  
Chief Building Inspector